



GROUND DISTURBANCE EQUIPMENT OPERATOR PRE-JOB CHECKLIST

MUST BE COMPLETED BY AN EXCAVATION COMPETENT PERSON FOR EACH EXCAVATION!

Describe purpose / intent of ground disturbance: _____

Site Location		Date		Excavation Depth	
Company		Soil Classification		Excavation Width	

This checklist **shall be VOID** and reissued if there are changes to the job scope,
Company Site Representative or Excavation Competent Person

GENERAL EXCAVATION RULES	YES	NO	N/A
1. Existing excavations, adjacent areas, and protection systems for above grade facilities are inspected by a competent person daily before starting work.			
2. A spotter is required to be present during excavation. Spotter is required to sign the form below.			
3. Employees are protected from loose rock/soil that could fall or roll into the excavation			
4. Spoils, materials, and equipment are set back at least 2 feet from the edge of the excavation.			
5. Slopes of cutback and height of vertical wall are determined as per regulatory requirements.			
6. Cutting edge of excavation equipment must remain at least 2 feet from an underground facility until it has been exposed by hand digging or hydro-vac.			
7. Probing should be used periodically while excavating to confirm the location of facilities and to ensure minimum clearances are maintained.			
8. A means of egress is determined for every 25 feet in excavation (i.e. sloped walkways, stairs, ladders).			
9. Method of excavating soil is established (e.g. carefully, maximum of depth of 6 inch cuts at a time, pre-determined probing pattern).			
EXISTING INFRASTRUCTURE	YES	NO	N/A
1. Available records are referenced (i.e. drawings, blueprints, as-builts, and site photos) and contacts made to determine the existence and location of underground pipelines and cables near the excavation area.			
2. A plan or drawing(s) indicating the location of all underground pipelines, cables, or conduits is available at the work site and provided to site personnel, including the operator and spotter.			
3. All underground pipelines, cables, or conduits on the drawing(s) are surface located and staked within the proposed excavation and within 10 feet of the outer perimeter of the proposed excavation.			
4. All known or suspected appurtenances, changes in elevation, or alignment are exposed.			
5. Probing, hand digging, or hydro-vac is performed as specified by the Company Site Representative.			
6. Limits of the excavation are clearly established and marked for the operator and spotter.			
7. Existing underground facilities are protected, supported, or removed when excavation is open.			
8. Above ground facilities (i.e. power lines, cable trays, pipe racks) are identified, signs are erected, and procedures established to prevent contact and to maintain a safe clearance.			

NOTES: _____

EXC. COMPETENT PERSON:

PHONE #:

DATE:

PRINT NAME

SIGNATURE

EQUIPMENT OPERATOR:

PHONE #:

DATE:

PRINT NAME

SIGNATURE

SPOTTER:

PHONE #:

DATE:

PRINT NAME

SIGNATURE
